



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TRANSPORTATION HEARING OFFICER

Job Number: 20000712

Job Code: 24520V160316

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 06/16/1982

Job Revised: 03/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Conducts formal hearings to determine whether an individual's driving privilege is to be suspended, probated or other action taken under KRS 186 and related statutes and regulations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of administrative, research, law enforcement and/or investigative experience.

Substitute EDUCATION for EXPERIENCE:

Completion of a bachelor's or master's degree in law will substitute for the required experience.

Substitute EXPERIENCE for EDUCATION:

Administrative, law enforcement, research and/or investigative experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license at time of appointment in this classification. Employing agency is responsible for ensuring applicant possesses a valid driver's license. <http://transportation.ky.gov/driver-licensing/>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews Driver History Records (DHR) to determine if conviction in court should prompt action under the relevant statutes and regulations. Schedules and conducts hearings including swearing witnesses, taking sworn testimony, accepting and preserving evidence, and rules on motions. Reviews and explains DHR's. Completes "interview sheet" to explain what action is being taken. Collects enrollment fees for State Traffic School (STS) when necessary. Maintains daily contact with attorneys, judges and local officials to explain the agency position regarding driving records. Interprets, applies and enforces laws, rules, regulations and policies related to drivers licensing. Conducts and submits evaluations of STS instructors. Prepares and submits daily activity reports, receipts for fees collected, reinstatement and authorization letters, and other operational records and reports.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title generally perform work in an office or court setting. Some travel required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.